

## **Purchasing Card Program Specialist**

The Tennessee Department of General Services is responsible for providing goods and services to the State government of Tennessee. Its primary customers are other State departments and agencies. It also serves vendors wishing to do business with the State, and citizens and organizations interested in purchasing surplus State and federal property. The Department's services include centralized procurement for State departments; management of the State's real estate assets; motor vehicle and equipment management; printing, media, and photographic services; postal services; warehousing and distribution; State employee parking, badging, and shuttle services; and assistance to small businesses and businesses owned by minorities, women, and veterans. For more information about the Department of General Services please visit [www.tn.gov/generalservices](http://www.tn.gov/generalservices).

The Purchasing Card Program Specialist supports the Central Procurement Office in coordinating, implementing, and administering the State's purchasing card program. The position serves as the interface between agency users and vendors regarding the use, policies, changes in technology, and any card issues. The Purchasing Card Program Assistant is ultimately responsible for supporting the state's commercial card program which includes the Travel card, P-Card and Virtual Card. It requires the highest level of customer service, excellent communication, and independent judgment.

The position is located in Downtown Nashville and the monthly starting salary is \$3,075 - \$3,536 (determined on experience). Information regarding benefits can be found at [www.tn.gov/hr/employees1/benefits.html](http://www.tn.gov/hr/employees1/benefits.html). Qualified candidates should submit a resume and letter of interest to [Sharonette.Thomas@TN.gov](mailto:Sharonette.Thomas@TN.gov). Position will be posted until filled.

### **Examples of Duties and Responsibilities**

- Ensures maximum volume and dollar rebates for agency p-card usage; completes monthly reconciliations for all agency invoices/statements expediently to support timely payment to the bank provider; ensures compliance with policies, procedures and guidelines.
- Provides oversight of state agency p-card accounts; monitors transactions; sets up and closes state agency P-Card accounts; increases or reduces account dollar limits as needed.
- Manages fraudulent and unauthorized p-card transactions; controls the usage of approved Merchant Category Codes (MCC); reviews requests from agencies to unblock MCC codes for specific products and services; analyzes the justification to determine if the request is sufficiently supported; makes a recommendation to the director for final approval; provides to the issuing bank an updated list of MCCs that have been blocked or unblocked for an agency's use; identifies areas for process and communication improvement.
- Facilitates training to agency personnel on proper use of the p-card, policy information, and changes to procedures; designs and delivers training.
- Prepares and balances accounting workbooks and vouchers for approximately forty nine (49) state agencies and departments that include in excess of 10,000 transactions per month.

### **Requirements**

- Completion of an Associate's Degree from an accredited college or university in Business Administration or Accounting and 1 year of experience in bank credit card program/services or accounts payable
- Knowledge of accounting, general ledger, AP vouchering
- Basic knowledge of an Enterprise Resource Planning (ERP) procurement system
- Proficiency in Microsoft Office Applications, including Excel (Pivot tables/V look-up); Word, Powerpoint, Sharepoint
- Excellent customer service skills
- Superior organizational skills
- Excellent problem solving skills
- Excellent verbal and written communication skills as well as interpersonal relationship skills

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